ELMS Tips – April 28, 2015

Early Childhood Education & Assistance Program
Washington State Department of Early Learning

Adult:Child Ratio and Assigning Teaching Staff
The adult to child ratio is now a minimum of 1:10 in ELMS. The adult-to-child ratio is determined by the teaching positions allocated to a class, rather than individual teachers. If teaching staff are in class simultaneously, they must have separate positions in ELMS. If multiple teachers "tag team" over the course of a day, they share a position in ELMS. Carefully read the instructions on the Class>Staff position in ELMS for details.

Application Errors
DEL ECEAP staff can correct errors in locked applications for enrolled children. Send requests to elms@del.wa.gov. You can change applications before they are locked. If an application is changed after the parent and staff signed it, it is very important to print the revised version for signatures. The signed application is your protection that you did everything possible to prove the child is legally eligible for ECEAP. This maintains a clear paper trail in case there is a fraud allegation.

Bulk Updates
In the Bulk Updates section of the Child tab, you can:
- Enter health screening information for a whole class at once. This includes vision screening and height/weight screening.
- Enter children's actual first days of class. This triggers the 90 day countdown for screenings.
- Change names of family support specialists.
- Format dates in Bulk Updates as MM/DD/YYYY. If there is an error in the date, you may lose your data when you click Save.

Bulk Updates will retain the last data entered, in italics just above the data entry fields, for your reference. This occurs if you entered the data through Child & Family Updates or through Bulk Updates. Family Support staff who have no other role in ELMS do not have access to Bulk Updates. ELMS may show "No children found" when these staff attempt to access.

Child Status Search
When you perform a child search using status, remember that the results will show children who have all of the selected statuses. You can search for children who are on a waiting list and either complete prescreen, incomplete application, or complete application. In all other cases only one status can be searched for at a time, otherwise the search will return no results.

Cloning application for siblings
You can clone parts of the child application for age-eligible siblings. While completing the first child's application, be sure to enter the sibling's name as part of the household in Step 2. Finish the first application, and click on the sibling's name on Step 7 of the application to start the second application.

Delete a duplicate child record
DEL ELMS support staff can delete a duplicate record for a child. Send the child ID for the record that should be deleted to elms@del.wa.gov.

Error/Incomplete Records
ELMS requires a complete prescreen AND application before enrolling a child in a class. To find incomplete prescreens and applications in ELMS, go to the Child Search page, select Incomplete Prescreen or Incomplete Application in the Child Status field, then click Search. If you view a waiting list,

you will also see the application status for each child. If a child has an incomplete application you may click on the "No" link to open the application.

Entering Family Support Minutes

Family support contact time is entered in ELMS in the Child and Family Updates section. To get there:

1. Find the child, using the Child Search tab.
2. To the right of the child's name, select Child and Family Updates.
3. Choose the Family tab.
4. Click the button "Add Family Support Notes."
5. If you are recording a formal family support visit check the box and three more required fields will appear. Formal visits are those that that meet the requirements of ECEAP Performance Standard F-1, whether or not they were scheduled in advance.
6. Family support minutes will automatically appear on the monthly reports, once children's classes begin, and they will accumulate each month. It is OK if you had visits before classes began; they will show in the accumulated count all year.
7. Record any notes and follow-up notes and save.

Beginning with the first of the month after a class begins, you can also enter family support contact on the Monthly Report class page.

Enter each family support contact separately. Please do not lump several dates together.

Entering Parent-Teacher Conferences

To enter Parent-Teacher conference time:

1. Find the child, using the Child Search tab.
2. To the right of the child's name, select Child and Family Updates.
3. Choose the Child Development tab.
4. Click the button "Add Parent/Teacher Conference."
5. If you are recording a formal parent teacher conference check the box and three more required fields will appear. Formal conferences are those that that meet the requirements of ECEAP Performance Standard E-12
6. Parent-teacher conference minutes will automatically appear on the monthly reports, once children's classes begin, and they will accumulate each month. It is OK if you had conferences before classes began; they will show in the accumulated count all year.
7. Record any notes and follow-up notes and save.

Beginning with the first of the month after a class begins, you can also enter parent-teacher conferences on the Monthly Report class page.

Enrolling children who are already in ELMS

When you start a prescreen for a child in ELMS, you may learn that the child is already in ELMS. Follow the guidance in the message on your screen when this happens. Take the time to request the older version and do not continue with a second prescreen for a child already in ELMS. DEL staff delete the latest duplicate record entered for a child and retain the older version.

We've been asked if you can just start a new child record when you are in a time crunch. Please do not do this. ELMS is built to have one prescreen and application per child, regardless of year or location. If your ELMS Administrator is not readily available to help, please email elms@del.wa.gov and we will help. Thanks for keeping ELMS accurate!

Enrollment – Class Full
If you attempt to enroll a child, and the class already has 20 children, you will see "Class Full." You must exit children from this class before you will be able to enroll more.

Enrollment - Out-of-Ratio
If you attempt to enroll a child, and there are not enough teaching staff to maintain a 1:10 adult-to-child ratio, you will see "Out of Ratio." Click on that link and follow directions to add staff or check "Position is filled" before enrolling the child (or ask your supervisor to do so).

Enrollment - Transferring Children Before Classes Begin
Only children enrolled in class with an <u>actual</u> start date can be <u>transferred</u>. If the child has not yet started class, use "Exit" instead of "Transfer." Exit the child as "never attended" then add them back to the waiting list. From the waiting list you can re-enroll them in the new class.

Exit a Child
You can exit a child who is enrolled in a class, whether or not the class has started or the child ever attended. Start the process from the Child Search page, the Monthly Report class page, or the Class>Class Roster page.
- Find the child in any of the locations mentioned above.
- Select Exit.
- Enter a reason, which can be "never attended."
- Select whether you want the child returned to a waiting list.
    - If you do not put them on a waiting list, the child will be listed in Child Search with a Completed Application status, as if they had never been enrolled in a class.
- If the child <u>never attended</u>, click "Exit Child" and you will be done.
- If the child attended, enter their first and last day attending class.
- If the child was in class for a period of 30 calendar days or more, you must review their Child and Family Updates before the exit is completed. Use the instructions on that page.

<u>End-of-year Child Exits</u> - As each of your classes end, exit each child from their class in ELMS. This is required before you can submit your monthly report for the final month of classes.
- You can complete bulk exits from the following locations:
    - Child Search – select the child names you want to exit, then click the "Exit" button at the top of the search results.
    - Exit Child link – on the child tab, select the Exit Child menu item. Select the child names you want to exit and click the "Select Checked Children" button.
    - Locations & Classes> Class>Class Roster page – Click the "Bulk Exit" button at the top of the class roster. This button will only be visible after classes end.
    - Monthly Report class pages – for the month when the class ended, click the "Bulk Exit" button on Step 2. This button will only be visible for the month classes end.

Exit Message – There are Unsaved Changes
While completing a child's exit, you may see a red message "Are you sure you want to leave this page? There are unsaved changes." Once you finish and click Exit Child, it will disappear.

Health Alerts
On the Child Search page, there is a red exclamation mark icon next to the names of some children. These children either need follow-up on a health issue or are approaching the date at which they will need follow-up.
- You can click on this icon and see the subject of the Health Alert.
- You can also see this information on the Child and Family Updates pages for Medical Status, Dental Status or Health Screening, if you click on **YES**, next to "Follow-Up?"

Monthly Report – How to Use
ECEAP Contractors complete a Monthly Report within ELMS each month before they are paid. Depending on your role and employer, you may be required to complete a section of this. See this brief presentation for details.

Monthly Report - View Parent- Teacher Conference and Family Support Visit Minutes
The Class page of the Monthly Report shows the cumulative Parent-Teacher Conferences and Family Support visits minutes for each child from the beginning of the school year through the end of the report month. Minutes added for months after the report month will show up on later reports. For example, if you enter minutes for April and the monthly report is for March, those minutes won't show up until the April monthly report.
   To review total minutes per child for the year, go to the Reports tab. Select the report: Family Support and Parent-Teacher Conference Minutes.

Reports That Only Display Currently Enrolled Children
If you'd like to view Class Roster, Enrollment by Child, Health Status by Child, or Health Monitoring reports between April 1 and June 30 – make sure ELMS is in the school year desired before you go to the Reports tab.

Returning Child Priority Points
For children who were enrolled in 2014-15 and re-enrolling in 2015-16, you may see their 2014-15 application has a different number of priority points than is on their 2015-16 waiting lists. In 2015-16, they receive either:
- 100 points if they were enrolled on April 1, 2015,
- Or, if they were not enrolled on April 1, 35 additional points for being 4-years old this year.
For children with incomplete applications, their points may change when their applications are completed.

Roles without ELMS access
You can enter names of staff with the following roles in ELMS, but they will not have access to ELMS:
- Dietitian
- ECEAP Staff – Other   - Do not combine this role with any other ELMS role.
- Health Professional
- Mental Health Professional
- Other Classroom Staff
If a person in in one of these roles needs access to ELMS, please assign them an ELMS role with the needed access. For example, a Health Professional may need the ELMS role of Health Direct Service Staff, if they need to view or enter health data for children or view health reports.

Site Contact Person – How to change in ELMS
It is important to have the correct on-site contact person listed in ELMS. This should be a person who works at the site daily, since DEL shares this info with state Emergency Management to use in case of emergency. To set the contact person, go to Locations & Classes > Sites > Staff and check the box by their name.

Starting the New Year in ELMS
The next school year becomes available in ELMS on April 1. Between April 1 and July 10 it is possible to work on both the current year and the next year in ELMS. For more information see [Starting the New Year in ELMS](#).

Transfer Between Contractors
Please follow this process to request the transfer of a child's ELMS record to you from another ECEAP contractor.
- First, obtain a parent signature on this form which is available on the DEL ECEAP website. This form is for your records and is not sent to DEL. This signed consent form is your protection that you received consent before forwarding confidential records.
- Click on the "Request Records Transfer" link on the Child tab, and complete the request with the child name, parent who signed, staff who obtained signature, and date of signature.
- We may need additional information to identify a child, most likely the parent names. If so we will contact you.
- We will obtain the child's exit date from their former location, if applicable.
- Once we have received exit information from the previous contractor, we will notify you within 24 hours that the child record is ready for you.

View Your ELMS Roles
To quickly see the user roles and locations you have access to in ELMS, click on your email address in the upper right corner of the screen.

Waiting Lists
DEL collects waiting list statistics through ELMS and reports these to researchers, legislators and other policy makers. These statistics count all children who have been placed on the Waiting List within ELMS and measures ECEAP waiting lists in a consistent manner statewide. Please take the time to assign children with a completed prescreen to a site Waiting List in ELMS.

Resource Links

- **What Goes in ELMS?** [ELMS Data Entry - Minimum Requirements](#)
  [Starting the new school year in ELMS](#)

- **Administrator**
  - o [ELMS Administrators Manual](#)

- **Enrollment Training and Resources**
  - o [Paper Child Applications](#). Look under "Enrollment"
  - o [ELMS Eligibility And Enrollment Manual](#)
  - o [ELMS Waiting List And Enrollment](#)

- **Monthly Report**
  - o [Completing Your ECEAP Monthly Report in ELMS](#)

For Assistance with ELMS, email elms@del.wa.gov.
- This is the only way to get in the queue for assistance.
- Send a description of your problem, what screen it happened on, and the steps you took just before it happened.
- In some cases, it may be helpful to send a screen shot.

To create a screen shot:
- For PCs, In Microsoft Office 2010:
  - o Open the email or document you want to paste the screenshot to, and put your cursor where you want the screenshot.
  - o In that document, on the Insert tab, click Screenshot, then Screen Clipping.
  - o Go to the item you want to copy and select it.
  - o It will copy automatically to the location you chose in the first step.
- For PCs, for Microsoft Office 2007 and earlier:
  - o Make sure your screen has the page open which you want to copy.
  - o On your keyboard is a PrtScn key, usually located on the top right side of the keyboard.
    - ▪ To copy the entire screen Press the PrtScn key.
    - ▪ To copy only an active window, press the ALT key and the PrtScn key.
  - o This captures your screen to your clip board.
  - o Open a new message in your email and use the Paste function to paste the image.
- For Macs: Follow the instructions at the following link: www.printscreenmac.com/